



SMALL EMPLOYER OF THE YEAR

ELIGIBILITY

To nominate, an organisation must employ 19 or fewer full-time equivalent employees.

The Victorian Training Awards will accept joint nominations from:

- a Group Training Organisation which partners with a Host Employer
- a Host Employer which partners with a Group Training Organisation.

Nominations will **not** be accepted from:

- branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) **and/or**
- organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award.)

Nationally recognised training

‘Nationally recognised training’ refers to training that is based on a national training package or accredited course that results in an individual receiving a formal qualification or statement of attainment issued by a registered training provider. This includes Victorian apprenticeships.

The winner of this category will represent Victoria at the Australian Training Awards in Brisbane in November.

2019 Key Timeline

February	Nominations open
17 May, midnight	Nominations close
May	Eligibility and evaluation commences
June	Judging
July	Successful and unsuccessful nominees notified
July	Finalist interviews
early September	Victorian Training Awards
November	Australian Training Awards

PREPARING YOUR NOMINATION

SECTION A: OVERVIEW

Provide a short overview including a description of your business or organisation, the products and/or services offered, plus any milestones that have been achieved. The information may be used as part of your profile summary throughout the Awards process but **will not** be used for judging purposes.

THE OVERVIEW IS LIMITED TO 500 WORDS

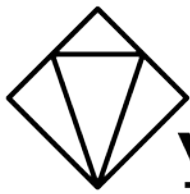
SECTION B: SELECTION CRITERIA

Present information in a way that clearly addresses each criterion.

Your response to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

The considerations provided are not additional criteria, but can be used to help you clarify what relevant information to include.

EACH CRITERION IS LIMITED TO 800 WORDS



65TH ANNIVERSARY
**VICTORIAN
TRAINING AWARDS**

SUPPORTING EVIDENCE

Supporting evidence must include:

- up to five (relevant) photographs showcasing the organisation or initiative
- the organisation's full colour logo in png, jpeg or eps version
- a signed copy of the Business Endorsement by the Chief Executive Officer or Managing Director of the organisation.

Additional supporting evidence, **up to a maximum of ten pages** may also be attached in support of your nomination.

Criterion 1: Extent and quality of training for employees

Describe the training that your small business is involved in. Include the following:

- the qualifications or courses that your employees are undertaking
- the number of employees actively engaged in training
- the training providers that are delivering the training
- an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

Criterion 2: Employee outcomes

How has the training benefited your employees? Include the following:

- how training has improved the well-being of your employees
- how the training has improved the productivity of your employees
- an example of an employee who has benefited from your training.

Criterion 3: Business outcomes

How has training benefited your business? Include the following:

- how the training has improved your relationships with clients or customers
- how the training has improved the productivity and profitability of your business
- how your business has grown as a result of your training.

NOMINATION ASSISTANCE

We aim to make the nomination process as simple and as streamlined as possible. We are just a phone call or email away and can put you in touch with a writer if you need help in drafting your nomination.

Contact us

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